CITY OF LAUDERHILL
CLASS DESCRIPTION, 2016

POSITION TITLE: GENERAL MANAGER
LAUDERHILL PERFORMING ARTS CENTER (LPAC)

GENERAL DESCRIPTION OF DUTIES

Under general supervision, the position is responsible for the administration and overall management of the facility and for all capital restoration projects at the facility.   Employees in this classification perform upper level management functions. Performs related work as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

Works with City staff to successfully manage the new Lauderhill PAC; delivers exemplary customer service and stays within budget allotted each fiscal year.

Develops strong working relationships with City staff and department heads.

Works with City to program a successful season of events, curating a line-up of rentals, in-house presentations and City events

Coordinates and oversees all building projects such as expansion, remodeling, construction, etc.

Works in conjunction with Lauderhill Cultural Trust to support fundraising efforts for the venues

Develops and implements building policies and procedures.

Works with City to develop annual budget and sales projections.

Works with Marketing Director to develop advertising and promotional campaigns for shows.

Oversees all facility show staff.

Liaisons with vendors regarding contract issues, negotiations, and/or concerns.

Works with Operations/Concessions Manager on scheduling, set-ups, teardowns for each event.

Liaisons with Lauderhill non-profit arts groups and works with them to present events in venue.

Monitors and analyzes energy usage in facility.

Provides reviews, training, and supervision of Technical Director, Operations/Concessions Manager, Marketing Manager, Box Office Manager, Business Manager and Office Manager

Reviews budgets for Event and Operations Departments.

Analyzes concession and novelties profit and loss statements.

Reviews and evaluates weekly event payroll.

Purchases and/or leases office equipment.

Develops internship opportunities with local colleges and universities.

Creates, distributes, and analyzes patron satisfaction surveys.

Negotiates with vendors and contractors, as needed.

Plans and executes special projects assigned by City.

> The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

MARGINAL FUNCTIONS

> While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's or Master's degree in Business Administration or related field; supplemented by minimum three (3) years experience in business or non-profit arts management and three (3) years experience working with Boards of Directors and/or committees; or an equivalent combination of education, training, and experience.

SPECIAL REQUIREMENTS

Valid Florida Driver's License

Strong customer service skills

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate, compute, summate, and/or tabulate data and/or information. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a variety of reference data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Resolution No. 16R-08-179

Physical Ability: Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing, and/or pulling of objects and materials in excess of 50 lbs.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate sounds. Some tasks require the ability to perceive and discriminate odors. Some tasks require the ability to perceive and discriminate depths. Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may risk exposure to temperature extremes, strong odors, toxic agents/chemicals, smoke, wetness, humidity, disease and/or pathogens, electrical currents, explosives, violence, bright/dim light, noise extremes, vibrations, machinery, and dusts or pollen.

The City of Lauderhill is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Resolution No. 16R-08-179